



# DUPLICATE POCKET CARD APPLICATION

## Private Security Program

### User Guide

Includes information and screenshots of a duplicate pocket card application for a Private Security program license

Texas Department of Public Safety

<http://www.txdps.state.tx.us/rsd/psb/index.htm>

August 2016

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# Duplicate Pocket Card

(Armed, Unarmed and Instructor registrations)

## Landing Page Navigation Tips:

1. **Sign-In** process to request a duplicate pocket card.
2. The bottom of this page has links back to DPS web pages that include information on using the TOPS application, regulatory information, and programmatic information.

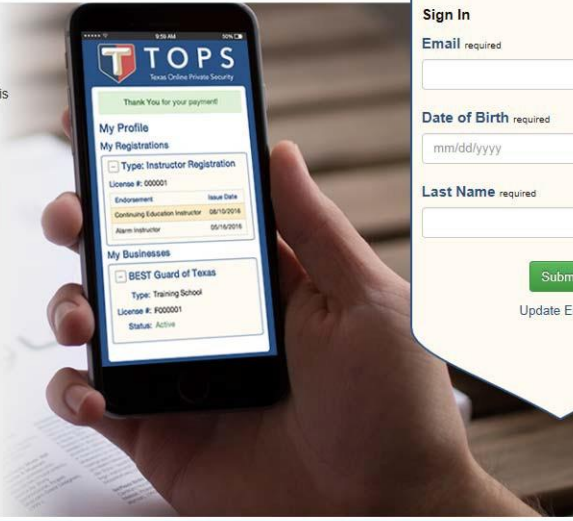


**Welcome to the TOPS Registration/Commission Application**

Applying for a Registration or Commission online is convenient and easy requiring only a few simple steps.

[Start Individual Application](#)[Start Business Application](#)

[Search Licensees](#)



**Sign In**

Email required

Date of Birth required

mm/dd/yyyy

Last Name required

[Submit](#)

[Update Email?](#)

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This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.

## Application Navigation Tips:

1. The legend at the left shows the progress through the application
  - Fill in all required information as you progress through the screens
  - You **cannot** jump forward in the application
2. At the bottom of all application pages, the Cancel button is on the left, and Previous/NEXT buttons are on the right.
  - If you do not see the buttons, use the scroll bar on the right of the screen
3. If you close the application, your information will not be saved.
  - Progress through the full application and clicking on Submit Application is the only way to save the application
  - The application cannot be submitted if all required information is not present

## Before you begin:



- Individuals must have an active registration and be affiliated to a business to request a duplicate pocket card.
- Duplicate Pocket card requests can only be paid by credit card

FAQs are available on the [Private Security website](#)

## Request a Duplicate Pocket Card

NOTE: This guide will show the various screens and only highlight areas that are specific to the program, rather than common fields such as name or address.

Begin by entering your Email address, Date of Birth, Last Name and submitting the Captcha information. When you Sign In, you will be taken to a page displaying your information called “My Profile”.




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**Sign In**

Email required

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[Submit](#)

[Update Email?](#)

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- FAQs

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## My Profile page

There are four sections on the My Profile page

- The first two contain Application information
  - My Applications – individual application information
  - My Business Applications – stakeholder and business application status
- The last two contain Registration Information
  - My Registrations – all licenses you hold
  - My Businesses – business licenses where you are a stakeholder



Logged in as jsample@fakeemail.com [Logout](#)

### My Profile

For new applications start here:

[Start Individual Application](#) [Start Business Application](#)

Click the plus to expand a section.

#### My Applications

☐ **My Applications**

Registration Type	Application Date	Status	Actions
Alarm Systems Installer	08/14/2016	Pending	

☐ **My Business Applications**

☐ **Business Name:** Sample Services  
**Status:** Pending  
**Application Expiration Date:** 08/30/2016

**Required Stakeholder Applications:** 0 out of 2

Name	Email Address	Role	Application Submitted?	Actions
Sample, John	jsample@fakeemail.com	Partner, Manager, Primary Contact	No	<a href="#">Apply</a>
Sample, Julie	julies@fakeemail.com	Partner	No	

## My Registrations

Type: Unarmed Registration

License #: 00008701

Actions ▾

Endorsement	Issue Date	Last Renewal	Expiration	Status
Alarm Systems Installer	08/16/2016		08/16/2018 (727 days)	Active

Type: Owner/Manager Registration

License #: 00008702

Actions ▾

Endorsement	Issue Date	Last Renewal	Expiration	Status
Partner	08/16/2016		08/16/2018 (727 days)	Active
Manager	08/16/2016		08/16/2018 (727 days)	Active

## My Businesses

To view license information, address information, contact information, stakeholders and branch offices, please click the view details button beside the name of the business. You can also initiate a business update and see the business certificate from the view details page.

Sample Services

[View Details](#)

Type: Contracting Company

License #: B00005701

Status: Active

Expires: 07/31/2017

Branches Offices

[Add Branch](#)

Branch Office	Expiration Date	Status
A	07/31/2017	Active

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## My Registrations

Locate the type of registration for the duplicate card. Click the Actions dropdown and select Request Duplicate Pocket Card.

My Registrations

Type: Unarmed Registration

License #: 00008701

Actions ▼

Endorsement	Issue Date	Last Renewal	Expiration	
Alarm Systems Installer	08/16/2016		08/16/2018 (721 days)	Active

Type: Owner/Manager Registration

License #: 00008702

Actions ▼

Endorsement	Issue Date	Last Renewal	Expiration	Status
Partner	08/16/2016		08/16/2018 (721 days)	Active
Manager	08/16/2016		08/16/2018 (721 days)	Active

If the information displayed is correct for the desired Pocket Card, click NEXT. Otherwise select Cancel, which will return you to your profile to begin again.

TOPS

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Application Review

Application Review

Review Fees

Confirmation

### Request Duplicate Pocket Card

Review the application carefully. Select "Edit" to make corrections. Select "Next" to continue.

Application Type

Application Type:

Unarmed Registration

Registration Type:

Alarm Systems Installer

Cancel

Previous

Next



Review and Pay the fee. Duplicate Pocket Card requests may only be paid by Credit Card.

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Application Review  
Application Review  
**Review Fees**  
Confirmation

### Review Fees

All communications will be sent to the email below.

Fees	
<b>Duplicate Pocket Card Fees</b>	
Duplicate Pocket Card Fee	\$15.00
Subscription Fee	\$2.00
<hr/>	
<b>Texas.gov Price:</b>	<b>\$17.00</b>

This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.

Pay with Credit Card

Cancel Previous Next

The application is now complete and the pocket card order will be sent to DPS to complete the process.

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### Confirmation

Your duplicate pocket card request has been submitted to DPS. After processing, your pocket card will be mailed to your mailing address of record.

**Note:**  
All fees are non-refundable and non-transferable. Texas.gov will remit the amount paid to the agency on your behalf.

Texas DL/ID Holders: The Texas DL or ID photo and signature on file with the Department will be used for the Private Security pocket card.

Thank you for your payment!  
Want to tell us about your experience? [Please take a short survey.](#)

#### Transaction Details

Date/Time: 08/25/2016 08:31 AM  
Type: Unarmed Registration  
Trans #: 405PZ51554403  
Method: MASTERCARD: XXXX6781

Print Receipt

Exit